REDIFON
COMPUTERS LIMITED

SEECHECK

Operators Quick Reference Manual

RDS 261-2

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REDIFON
COMPUTERS LIMITED

SEECHECK

Operator's Quick Reference Manual

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NOTICE

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PREFACE

This issue of the manual is applicable to software release VIIE and supersedes issue 2 of this manual. It provides quick reference information for Seecheck installation supervisors.

The manual is organised in the following 4 sections and an appendix containing glossary of operator error messages: –

Section 1 : General Information

Section 2 : Entry Mode

Section 3 : Verify and Examine Mode

Section 4 : All Modes

Each section is divided into a number of paragraphs bearing appropriate titles. These titles together with their page numbers are listed in the Table of Contents to provide quick index to the manual.

All copies of the manual will be updated or amended whenever the situation warrants revision of the manual. Each revised page will be marked with a subsequent issue number and supplied to all manual holders. In order to serve the continued usefulness of the manual each revised page should be inserted in the manual in place of the previous issue page.

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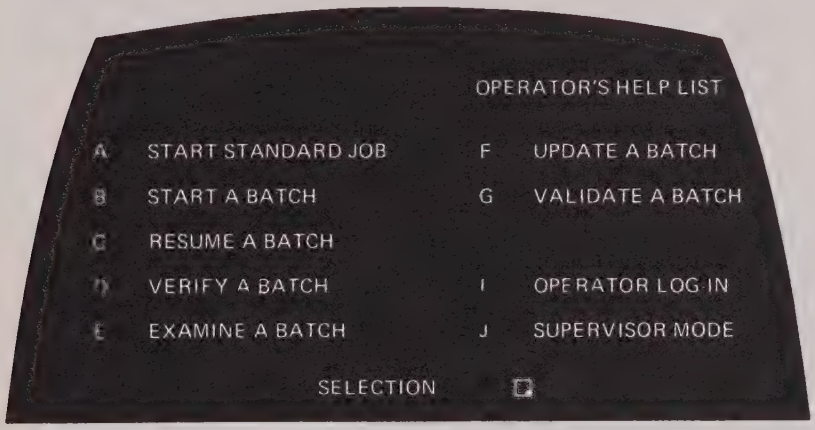
SECTION 1
GENERAL INFORMATION

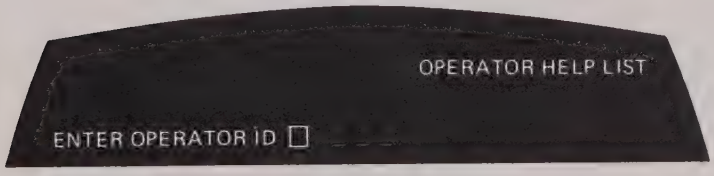
OPERATOR LOG-IN

The first operator action at the **Seecheck** keystation should be the Operator Log-In function. When **Seecheck** power is switched on, the Operator HELP List is displayed by depressing the HELP key.



1. Select (I) Operator Log-In.

2. Enter operator identification by using the combination of keyboard characters (up to four characters long) that have been assigned to the operator.



3. Once a valid operator identification is entered, the Operator HELP List is displayed.

OPERATOR LOG-OUT

1. Select (I) OPERATOR LOG-IN from the Operator HELP List.

2. When the system requests the operator identification, depress the FIELD RELEASE key.

   "HIT RELEASE TO PROCEED; OTHERWISE HIT HELP"

3. When the release (REL) key is depressed, the system displays the Operator HELP List. The operator is logged-out and the system displays the Operator HELP List.

POSITIONING THE CURSOR

Backward By Characters:

- Depress (◄) to move the cursor back one character.
- Hold down (◄) to move the cursor back several characters.

Forward By Characters:

- Depress (►) to move the cursor forward one character.
- Hold down (►) to move the cursor forward several characters.

Backward By Fields:

- Hold down the field (FLD) key and depress (◄) once for each field that is to be backspaced.

Forward By Fields:

- Hold down the (FLD) key and depress (►) once for each field that is to be spaced through.

Backward By Records:

- Hold down the record (RCD) key and depress (◄) once for each record that is to be backspaced.

Forward By Records:

- Hold down the (RCD) key and depress (►) once for each record that is to be spaced through.

NOTE

The cursor can not be moved forward beyond the last character entered in a file.

LOCATION RETURN

To reposition the cursor after spacing backward, depress the location return (LOC RET) key.

NOTE

In Examine mode the cursor is repositioned after spacing backward by depressing (►)

TAB FIELDS (RECORD T)

The Record T function allows the operator to automatically position the cursor at a field that has been specified as a TAB field in the input format.

1. Hold down the RCD key and depress T.

2. The cursor is automatically positioned at the first or next TAB field in a record.

3. If no TAB field has been specified in the input format, the Record T function will position the cursor at the last position in the record.

AUTO FUNCTIONS

The automatic functions are skipping, duplicating, incrementing and emitting. When specified for a field, these functions operate under control of the AUTO Key during data entry; i.e., when auto is on, data is automatically duplicated, incremented, emitted, or skipped.

When the auto function is off, the type of automatic function (skip, duplicate, increment, emit) specified for the field, if any, is displayed on the Keystation status line. When the auto function is off, data can be keyed into the field.

When a batch is opened, the auto function is automatically turned on by the system. If the auto function is not required, depress the AUTO Key (i.e., the AUTO Key functions as an ON/OFF Switch for the automatic functions).

NOTE

When the last field of a record is completed, the system automatically releases to the next record. However, if the auto functions are OFF, it is necessary to manually release by depressing the RELEASE Key.

- "Automatic skip" field. If the auto function is on, the field is skipped automatically and filled with spaces or zeros depending on the specified field use.

- "Automatic duplicate" field. When the auto function is on, data in the corresponding field of the previous record is copied into the current field. If the fields are of different lengths, data is duplicated until the end of the smaller of the two fields is reached.

- "Automatic increment" field. Each time an "automatic increment" field is encountered, the contents of the corresponding field of the previous record are increased by one and inserted in the "automatic increment" field. To enter an initial value or change the contents of an "increment" field turn off the automatic function and enter the desired contents.

- "Automatic emit" field. When the auto function is on, data stored in the tag portion of the field definition is automatically inserted into the data record.

INDEXED VALUE TABLES

Data is either displayed on the Keystation screen or inserted into designated fields via the Indexed Value Table feature. This feature will work whether the AUTO Key is on or off.

The display option works as follows:

- A field is keyed as usual – for example, a catalogue number. The system looks up the catalogue number in the Indexed Value Table, and automatically displays the item that corresponds to the catalogue number on the Keystation screen. For instance, if '123' is keyed, the system looks up '123' in the value table and finds that

the number corresponds to the product 'CORRESCOPE'. The word 'CORRESCOPE' is automatically displayed on the second line from the top, continuing, if necessary, to the third and fourth lines. If the system cannot find a product to correspond to '123' the error tone sounds and the message "NO CORRESPONDING FIELD" is displayed on the screen.

The insert option works as follows:

- A field is keyed as usual – for example, the catalogue number '123'. The system looks up the catalogue number in the value table, finds the product name that goes with the number '123', and automatically inserts the product ('CORRESCOPE') into the field immediately following '123'. Again, if the system cannot find a product that corresponds to '123', the error tone sounds and the message "NO CORRESPONDING FIELD" is displayed on the screen. If the entire product name is too long to fit into the record, the remaining character(s) will be deleted. The error tone then sounds and the message "INPUT AND BATCH RECORDS NOT EQUAL" is displayed.

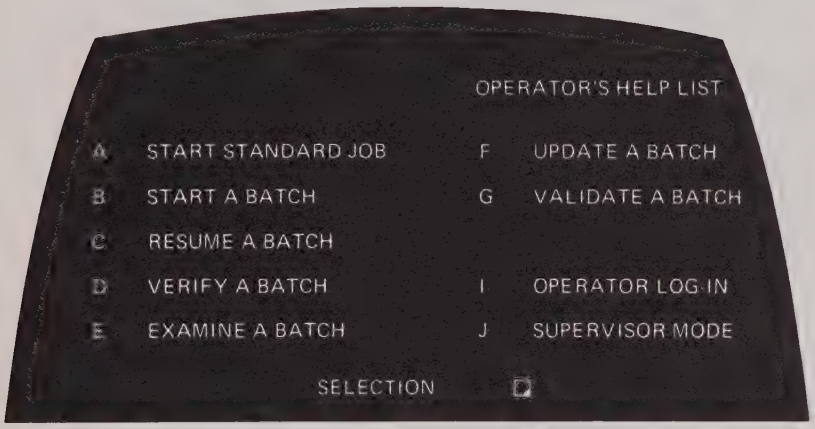
NOTE

In either case, if the value keyed does not match any entry in the table, the message 'VALUE TABLE ERROR' will be displayed.

SECTION 2
ENTRY MODE

START STANDARD JOB

1. Select (A) Start Standard Job.



2. If: "NO OPERATOR LOGGED IN," depress RESET.
   "HIT RELEASE TO PROCEED; OTHERWISE HIT HELP"

   or

   (Follow Operator Log-In procedure)

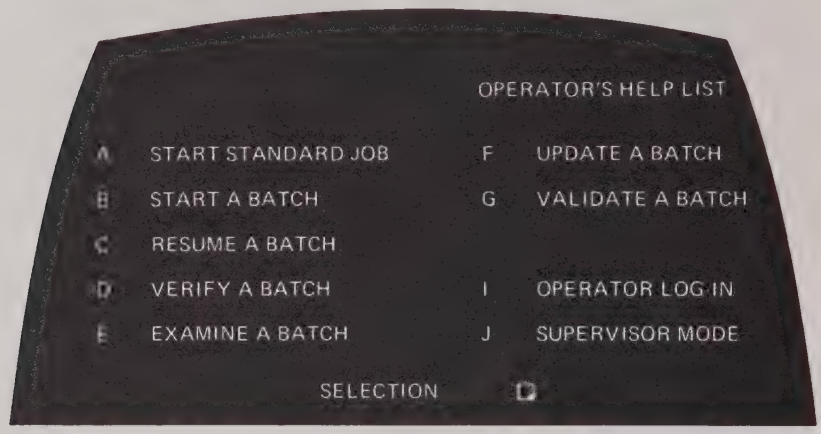
3. Enter the standard job and batch names.

"HIT RELEASE TO PROCEED; OTHERWISE HIT HELP"

4. If the standard job and batch names conform to Batch protection requisites, a standard job may be started. If the names are incorrect the message "NAME NOT FOUND IN LIBRARY" is displayed, and the job must be started again.

START A BATCH

1. Select (B) Start A Batch.



2. If: "NO OPERATOR LOGGED IN," depress RESET.

   "HIT RELEASE TO PROCEED; OTHERWISE HIT HELP"

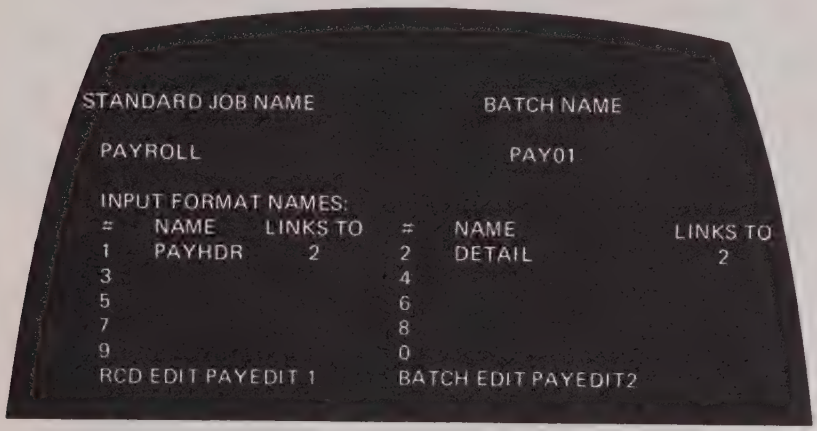
   or

   (Follow Operator Log-In procedure)

3. Enter the batch name.

"HIT RELEASE TO PROCEED; OTHERWISE HIT HELP"

4. Enter the names of each input format to be used for the batch and its linkage.



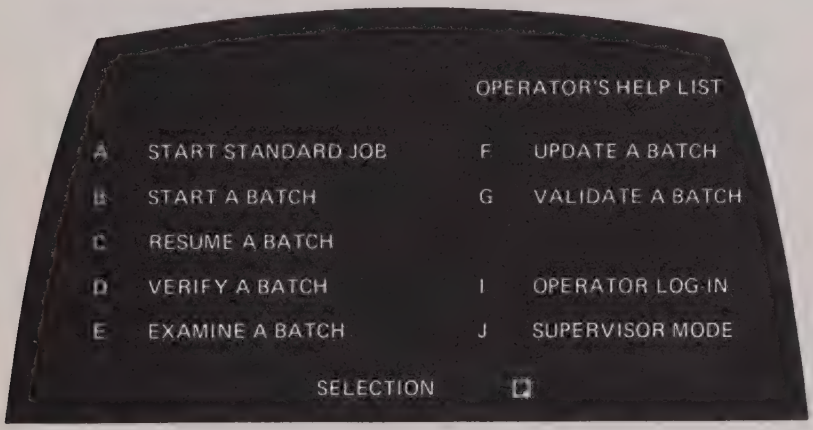
5. Enter the name of desired Record-End or Batch End edit formats.

   "HIT RELEASE TO PROCEED; OTHERWISE HIT HELP"

6. If the batch start information is correct, the batch may be started. If the batch start information is incorrect, start the batch again.

RESUME, UPDATE AND VALIDATE A BATCH

1. Select (C) RESUME, (F) UPDATE or (G) VALIDATE a batch.



2. If: "NO OPERATOR LOGGED IN," depress RESET.

   "HIT RELEASE TO PROCEED; OTHERWISE HIT HELP"

   or

   (Follow Operator Log-In Procedure)

3. Enter the batch name.

   "HIT RELEASE TO PROCEED; OTHERWISE HIT HELP"

4. The batch may now be Resumed, Updated or Validated.

NOTE

When (C) RESUME A BATCH is selected, the cursor is positioned at the record where the batch was interrupted or terminated.

ENTERING WITHOUT DISPLAYING TAGS

Occasionally, when long tags are used, an operator keys data faster than it can be displayed on the screen. To prevent field tags from being displayed during entry thereby speeding the operation, hold down the RCD key and depress key D. Field delimiters and data are displayed in the normal manner.

To redisplay the tags associated with data that has been entered, perform one of the following:

1. To view the current record with tags, depress HELP and select return to data from the HELP Functions List.
2. To view previously entered records, backspace the cursor in the normal manner using the RCD and (◄) keys.

To display the tags for further data entry or verification, depress RCD and D a second time. If tags are being displayed, depressing RCD and D prevents their display. If tags are not being displayed, depressing RCD and D causes tags for subsequent field to be displayed.

NOTE

Tags are always displayed in Examine Mode.

PROGRAM SELECTION

Following the release of each record, the first field of a record format is displayed and the program number is indicated in the status line. Depending on the linkage specified for the formats in the batch start information, the current format may be the same program used to key the last record. If a format other than the one automatically selected is desired, the following procedures for manual program selection are used:

1. Hold down the PGM key.

2. Key the number of the desired input format (entry program).

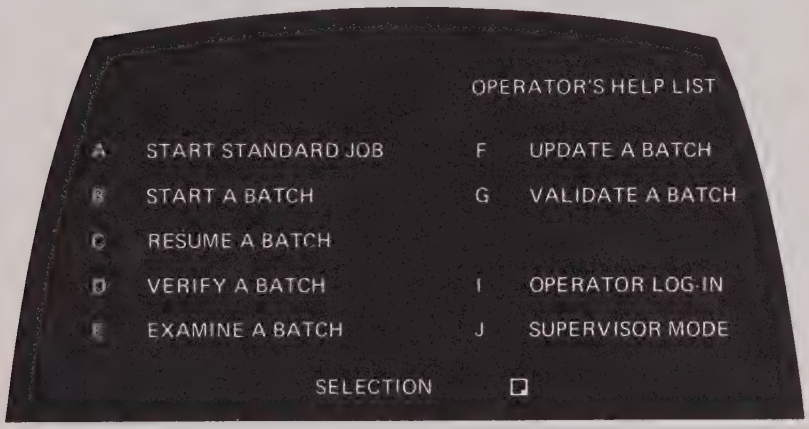
NOTE

The cursor must be at the end of data before the operator can select a program level. If the operator has used any of the (◄) facilities the LOC RET key should be depressed, to return to the end of data.

SECTION 3
VERIFY AND EXAMINE MODE

VERIFY AND EXAMINE A BATCH

1. Select (D) VERIFY or (E) EXAMINE A BATCH.



2. If: "NO OPERATOR LOGGED IN," depress RESET.
   "HIT RELEASE TO PROCEED; OTHERWISE HIT HELP"

   or

   (Follow Operator Log-In procedure)

3. Enter batch name.

"HIT RELEASE TO PROCEED; OTHERWISE HIT HELP"

4. The batch may now be verified or examined.

NOTE

If an operator has verified the first 25 records of a 100-record batch, the system will automatically resume verifying on record 26.

VERIFYING WITHOUT DISPLAYING TAGS

Occasionally, when long tags are used, an operator keys data faster than it can be displayed on the screen. To prevent field tags from being displayed during verification thereby speeding the operation, hold down the RCD key and depress key D.

To redisplay the tags associated with data that has been entered, perform one of the following:

1. To view the current record with tags, depress HELP and select return to data from the HELP Functions List.

2. To view previously entered records, backspace the cursor in the normal manner using the RCD and (◄) keys.

To display the tags for further data entry or verification, depress RCD and D a second time. If tags are being displayed, depressing RCD and D prevents their display. If tags are not being displayed, depressing RCD and D causes tags for subsequent field to be displayed.

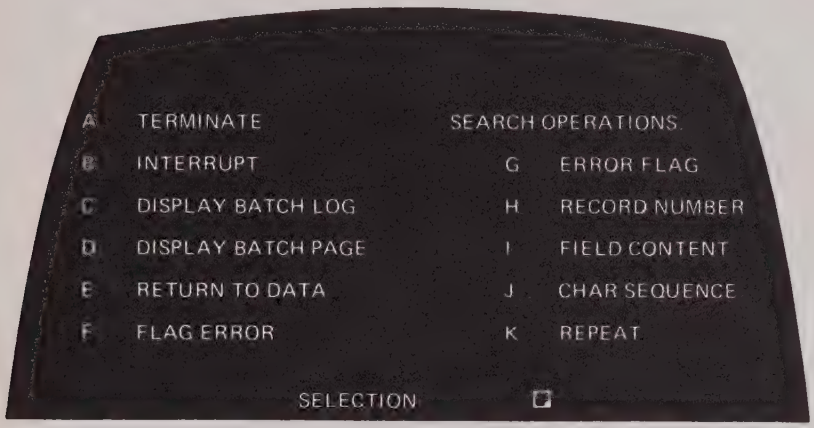
NOTE

Tags are always displayed in Examine Mode.

SEARCH OPERATIONS

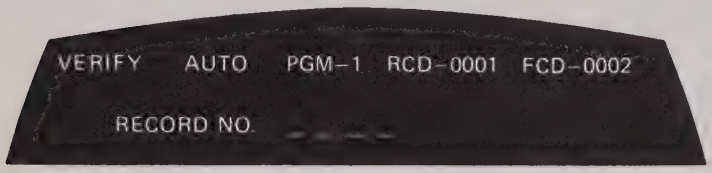
Once a batch is active at a keystation, a search may be initiated by depressing the HELP key and selecting any listed search operation from the HELP Functions List.

1. ERROR FLAG – To position the cursor on the first or next error flag in a batch, depress (G) ERROR FLAG.



To search for error flags without using the HELP Functions List, hold down the record (RCD) key and depress S.

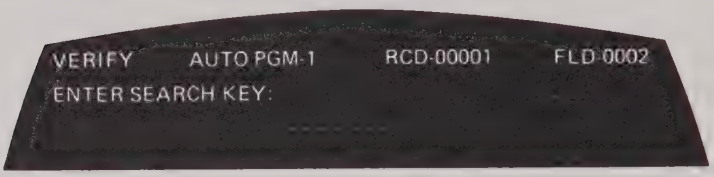
2. RECORD NUMBER – To search for a record with a specified record number, depress (H) RECORD NUMBER and enter the number of the desired record, as follows:



The search for the desired record number begins; the changing record numbers in the status line indicate the progress of the search.

3. FIELD CONTENT – To search for a record with a particular field content, specify entire fields as keys, using asterisks (*) in nonsignificant key field positions. The following procedures are used to enter keys and initiate the search.

- Depress (1) FIELD CONTENT and enter the key field followed by ≠



- Depress REL: The search is intitated; if the field is not found at the completion of the search, the system displays an "END OF DATA" message.

4. CHARACTER SEQUENCE – To search a record for a string of sequential characters, enter each string as a separate key terminated with ≠. Enter asterisks (*) in nonsignificant positions. Use the following procedures to enter the sequence keys and initiate the search.

- Depress (J) CHAR. SEQUENCE and follow the entry procedures discussed in FIELD CONTENT (Paragraph 3).

5. REPEAT – To search for the same field content or character sequence as a previous search, depress (K) REPEAT. The system displays the next record in that batch containing the key.

NOTE

Searching by record number operates in either a forward or backward direction. A search that uses keys operates in a forward direction only.

AUTO SEARCH

The Auto-Search feature automatically searches for an error flag, accepts a character to correct the flag, and re-initiates the search when the flag is corrected. The Auto-Search feature is executed *only* in the Examine Mode. To initiate the search, open the batch in the Examine Mode and depress the AUTO Key. Once AUTO is depressed, the word "SEEK" is displayed on the status line and will remain there until an error flag is encountered or "END OF DATA" is reached. If the error can not be corrected, depress the AUTO Key to continue the search.

SECTION 4
ALL MODES

INSERT A CHARACTER

1. Place cursor over character which will follow the inserted character.

2. Depress insert (INS) and key the character to be inserted. (COR must also be depressed except in Entry mode).

DELETE A CHARACTER

1. Place the cursor over character to be deleted.

2. Depress the delete (DEL) key. The system automatically shifts the remaining characters to fill the deleted character position.

INSERT A RECORD

1. Position the cursor at the beginning of the record that will follow the inserted record; e.g., if the inserted record is to be Record Number 6, position the cursor at the beginning of the existing Record Number 6.

2. Hold down the RCD key and depress INS. The message, "SELECT PGM#," is displayed.

3. Hold down program (PGM) and key the input format number to be inserted.

DELETE A RECORD

1. Place the cursor at the beginning of the record to be deleted.

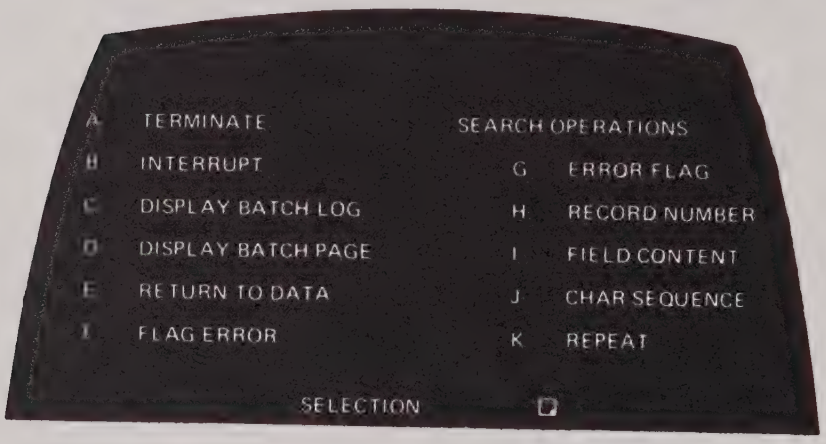
2. Hold down the RCD key and depress DEL.

FLAG ERROR

1. Place the cursor on the position to be flagged.

2. Depress the HELP key.

3. Select (F) FLAG ERROR from the HELP Functions List.



4. The system places the flag (#) in the specified position and returns the cursor to the next character in the field. This can be used if there are no checks on the field.

NOTE

To flag an error without the aid of the HELP Functions List, hold down RCD and depress key F.

5. To flag a field containing one or more checks, the record (RCD) E function is used.

- Hold down RCD and depress key E.
- The last position of the field is flagged, and the cursor is released to the first position of the next field in the record.

NOTE

If the field is the last field in a record and the AUTO function is off, the cursor can be released to the next field by depressing the REL key.

CORRECTING A CHARACTER

1. Position the cursor on the character to be corrected.
2. Depress the correct (COR) key.
3. Key the desired character.

CORRECTING A FIELD

1. Position the cursor on the first character in the field to be corrected.
2. Hold down the FLD key and depress COR.
3. Key the desired characters. Once the field is released, characters can not be corrected without another depression of the COR key.

CORRECTING A RECORD

1. Position the cursor on the first incorrect character of the record.
2. Hold down the RCD key and depress COR.
3. Key the desired characters. After the record is released, characters can not be corrected without another depression of the COR key.

> *NOTE*
>
> *To release from the corrected field or record, the location return (LOC RET) key is depressed.*
> **CAUTION**: *If the REL or FIELD RELEASE key is depressed, the remaining data in the field or record is deleted.*

RE-VERIFYING

The following applies *only* if the re-verify feature has been applied.

1. COR or FLD/COR: As the field is completed, the cursor is always re-positioned at the beginning of the field irrespective of where the correction(s) began.
2. RCD/COR: As the record is completed and released, the cursor is always re-positioned on the first field of the record irrespective of where the correction(s) began.

CORRECTING BATCH BALANCING FIELDS

The following procedure is used when a correction is made to a field used in a batch balancing operation.

1. After a correction is made, depress HELP and select (A) terminate from the HELP Functions List.

2. If the batch is zero balanced by the correction, no error message is displayed. If the batch is out of balance, the message, "BATCH TOTAL DOES NOT BALANCE," is displayed.

3. Resume the batch. If conditional verification was specified for the field, and the field is now in balance, the field is no longer key verified.

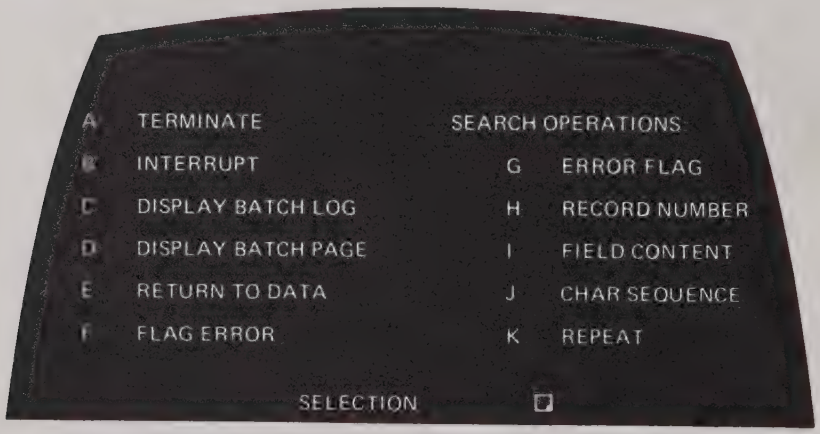
INTERRUPT A BATCH

1. Depress the HELP key.

2. Select (B) INTERRUPT from the HELP Functions List.

NOTE

A batch that has been interrupted can be resumed at any time. This should only be done after completion of a record, otherwise data will be lost.



TERMINATE A BATCH

1. Depress the HELP key.

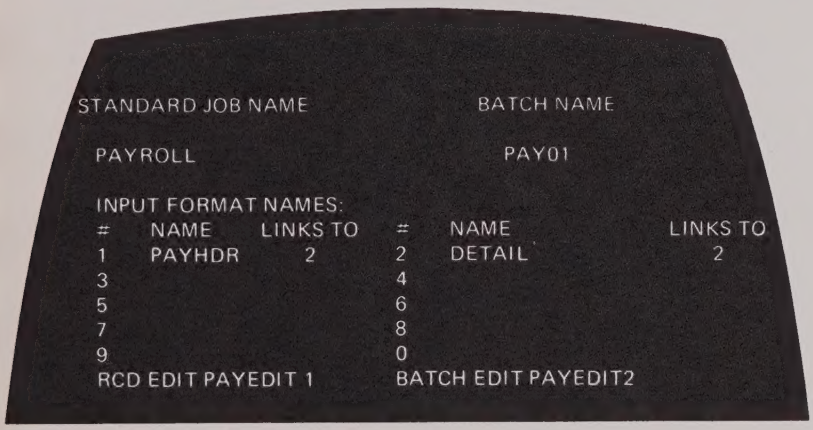
2. Select (A) TERMINATE from the HELP Functions List.

NOTE

A batch that has been terminated can be resumed at any time. This should only be done after completion of a record, otherwise data will be lost.

DISPLAY BATCH PAGE

At any time during a batch operation, an operator may view the input format names by depressing the HELP key and selecting (D) DISPLAY BATCH PAGE from the HELP Functions List. The following display is presented to the operator indicating the program level, record and field numbers as well as the input format names and program linkage:



RETURN TO DATA

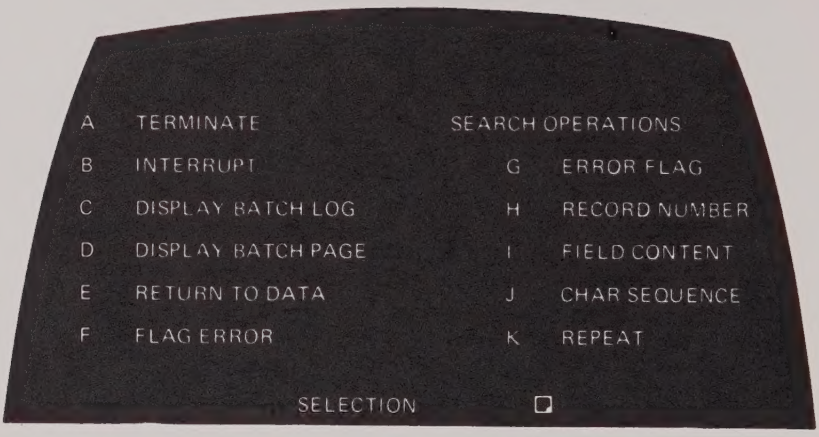
The RETURN TO DATA function allows the operator to return to a batch after a search or batch page lookup function has been performed.

1. Depress the HELP key.

2. Select (E) RETURN TO DATA from the HELP Functions List.

NOTE

The RETURN TO DATA function may be used whenever HELP key is depressed while keying a batch. The cursor is positioned in the first field of the record. LOC RET should then be depressed.



3. The System will automatically place the cursor at the first field position of the batch.

DISPLAY BATCH LOG

If a Batch End Edit has created a Batch Log, the operator may select the DISPLAY BATCH LOG function to display USER generated error messages.

1. Upon completion of a batch, depress the HELP key.

2. Select (C) DISPLAY BATCH LOG from the HELP Functions List.

3. The system automatically displays the USER generated Batch Log.

BRANCH FIELDS

The Branch Fields feature allows the operator to selectively bypass *any* number of fields within a record – either in a *forward* or *backward* direction. To execute this function, position the cursor at the first character of any field, hold down the FIELD Key and key in the number of the desired field. The message "GO TO X" will be displayed (X will be the number keyed). Once this message is displayed, one may key the remaining numbers of the desired field (up to three more). When field number has been entered, depress the FIELD RELEASE Key to initiate the Branch Field operation.

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